

Service Unit Event Report

To be completed by the event chair and submitted as part of the final report, due within three weeks following the event, to the service unit event coordinator and a Girl Scouts of Ohio's Heartland program manager.

Service Unit Name _____ Service Unit # _____

Event Name _____ Event Date _____

Event Chair Name _____ Phone _____

Mailing Address _____

City _____ Zip _____

Service Unit(s) Served _____

Attendance (number of participants by racial/ethnic group)

Registered as:	W	B	A	AL/AI	H/PI	Other	Total	Ethnicity (of any race) Hispanic or Latina
Girl Scout Daisies								
Girl Scout Brownies								
Girl Scout Juniors								
Girl Scout Cadettes								
Girl Scout Seniors								
Girl Scout Ambassadors								
Registered Adults								
Non-Member Children								
Non-Member Adults								

Form continues on next page ...

Evaluation

What was the event's purpose/goal? _____

Who was the target audience? _____

What were the event highlights? _____

What improvements could be made? _____

Was the purpose/goal accomplished? Definitely Somewhat Not at all

Final Report

Three weeks after the event, please submit the following information to the service unit event coordinator and a Girl Scouts of Ohio's Heartland program manager:

- Service Unit Event Report
- Program Schedule
- Financial Statement
- Event/Series Evaluations
- Event Flier
- Contact Information for Speakers and Facility
- Accident Reports to Mutual of Omaha (as needed)